

JOB TITLE: Sergeant

SD/9

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for directing the activities of a patrol shift and court security, or for conducting criminal investigations.

MAJOR DUTIES:

- o Supervises the work of an assigned shift; establishes work priorities based on available staffing, equipment, and load; assists subordinates with concerns and training needs; provides technical advice in dealing with difficult situations; reviews reports and records completed by staff.
- o Patrols the county; responds to criminal, accident, and emergency calls.
- o Trains counsels and coaches employees on performances; conducts performance evaluations.
- o Completes all paperwork and reports associated with work activities.
- o Provides feedback concerning supply needs.
- o Supervises court security; assigns staff to specific tasks and courtrooms; insures proper security of judges, court staff, juries, and inmates; prepares work schedules.
- o Conducts initial and follow-up investigations of criminal incidents; interviews persons in connection with criminal incidents; secures crime scenes; collects, establishes chain of custody, and preserves physical evidence.
- o Plans, executes, and participates in programs designed to interdict drug and narcotics trafficking; develops sources; coordinates under-cover activities with other agencies; works with inter-agency task forces; performs undercover purchases of illegal substances.
- o Prepares and reviews written reports of investigative activities; arrests offenders; testifies in court.
- o Establishes effective contacts with the public, informants, coworkers, and others to gain information related to criminal activities.
- o Performs special activities to identify and eradicate illegal alcohol and other substance manufacture and distribution.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws, county ordinances, criminal and traffic laws, and department policies and procedures.
- o Knowledge of the boundaries and geography of the county.
- o Knowledge of supervisory techniques.
- o Knowledge of crime and accident scene techniques.
- o Knowledge of procedures for logging and docketing warrants and civil papers.
- o Knowledge of the criminal justice system and court procedures.
- o Skill in the use of firearms, communications equipment, intoximeters, radar, and other standard and specialized equipment.
- o Skill in interpersonal relations.
- o Skill in obtaining and preserving evidence.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant assigns work in terms of very general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, county ordinances, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation.

COMPLEXITY: The work consists of varied technical and supervisory duties. The need to respond to a variety of emergency situations contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in department operations. Successful performance helps ensure the protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with the general public, business owners, judges, attorneys, health care workers, co-workers, suspects, victims and their families, various court personnel, and law enforcement representatives from federal, state, and local agencies.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, motivate personnel, and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to restrain people and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, a courtroom, a vehicle, or outside. The employee is exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, and inclement weather. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.